

12PAY

By IRIS

12Pay

Year-end Guide

Date: April 2021

Contents

Year End Guide.....	3
Key dates to remember.....	4
Key dates:.....	4
When should I install this upgrade?	4
Have you read this guide through carefully?.....	4
Are you ready to back up your data?	4
Overview of sending your year-end submissions then starting 2021/2022 tax year	5
Checklist – Send year-end submissions then start 2021/2022	6
Finalise Payrolls.....	7
Back Up.....	7
Advance to 2022.....	7
Employment Allowance	7
Print P32	8
Submit your FPS.....	8
Submit your EPS.....	8
Tax Code Change Report.....	8
Print P60s.....	8
Employers’ NI Allowance/Small Employer	9
Move the Employer Report Year.....	9
Reports.....	9

Year End Guide

Welcome to your 12Pay Year-end Guide for 2020/2021.

This guide contains all the information you need to complete your year-end online and move into the new tax year. If you encounter any difficulties, please email:

support@12Pay.co.uk

Key dates to remember

Key dates:

Date	Requirement
5 April 2021	2020/2021 tax year ends
6 April 2021	2021/2022 tax year starts
31 May 2021	P60s to be given to employees by this date (excluding any leavers during the tax year)
6 July 2021	P11D forms to HMRC by this date
19 July 2021	Payment of Class 1A NIC on P11D benefit in kind due

When should I install this upgrade?

We recommend you install 1.22.* update **now**. This will ensure that your payroll is fully up to date and you are using the correct version of the software in advance of the busy year-end period.

Before you commence any of your year-end routines and move into the new tax year you **MUST** ensure you have upgraded to 1.22.*. Select **Help | Get Latest Release** in the software before starting your year end.

Failure to do so will result in incorrect calculations and submissions.

For example:

- Incorrect format when printing the P60 forms
- Incorrect legislation applied to 2021/2022 tax year

Have you read this guide through carefully?

Familiarise yourself with the year-end process before you start.

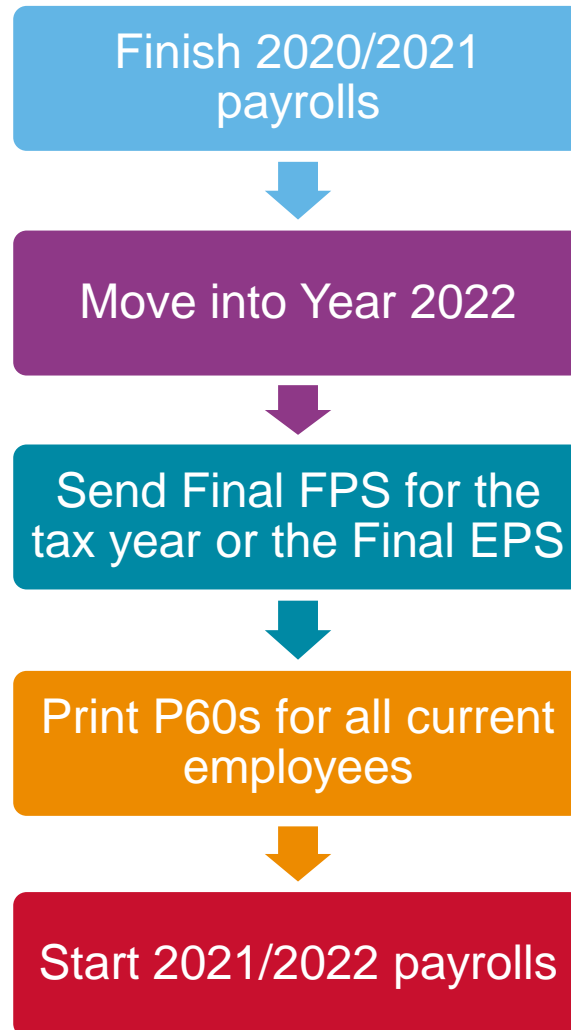
Are you ready to back up your data?

Make sure you know your back-up procedure.

HMRC's Gateway is ready now for your submissions – you do not need to wait until 6 April to file your Final FPS/EPS.

Remember to install your update, version 1.22.* first

Overview of sending your year-end submissions then starting 2021/2022 tax year



Checklist – Send year-end submissions then start 2021/2022

Use this Checklist to ensure you carry out all steps before moving into the 2021/2022 tax year.

Company name	
Company number	
Completed by	
Date	

- Check you have upgraded to 1.22.*
- Run the last pay period of the 2020/2021 tax year for your payroll
- Create a backup
 - Backup details
 - Location/filename _____
 - Date/Time _____
- Click option =>**2022** to start the year-end process
- If prompted, choose the relevant Employment Allowance option
- If required, print P32 from the prompt
- Submit your **Full Payment Submission** (select **Final Submission for PAYE year** if an **Employer Payment Summary** is not required) to HMRC
- Submit an **Employer Payment Summary**, if required
- Print P60s for employees
- If your company now qualifies for Employment NI Allowance, tick **Claim Employer NI Allowance** box on the **Employer** form
- On the **Employer** form, tick the **Small Employer** box if the employer is a small employer with reference to statutory absence payments
- Move the **Employer Report Year** on to 2022
- Process the first payroll of the new tax year

Finalise Payrolls

Ensure you have finalised the last payroll for the 2020/2021 tax year, this would normally be week 52 or month 12 (unless you have a week 53, 54 and/or 56).

If necessary, process your payroll for week 53, 54 or 56. You will have a week 53 (54 or 56 for two weekly or four weekly payrolls) when you have calculated and finalised week 52 and the next payment that you are due to make is on 4th or 5th April 2021.

It is the date your employees are paid that determines whether you need to process a week 53, 54 or 56; when the work was carried out is irrelevant.

The payroll will automatically know if you have a week 53, 54 or 56 and will guide you through the process.

Back Up

Back up the 2020/2021 data. Click on **File**, select **Backup**, enter the location and file name, then click **Save** or follow your standard backup routine.

Advance to 2022

Click => **2022** at the bottom of the **Payroll** form to start the year-end process. A message will be displayed **Are you sure you want to advance to Year 2022 now?** Click **Yes** to confirm.

Employment Allowance

If you are currently claiming Employer NI Allowance, at this point an information screen will be displayed (only for this tax year, moving from 2020/2021 to 2021/2022). Click **Next**, then from the **Employment Allowance** screen, select from the options:

- **Claim Employment Allowance**

Continue to claim Employment Allowance. My Employer's NI bill for 2020/2021 was below £100,000

- **Do not claim Employment Allowance**

Stop claiming Employment Allowance

If you have selected to continue to claim Employment Allowance, select the relevant **de minimis state aid** option from:

- De minimis state aid does not apply
- Agriculture
- Fisheries and Aquaculture
- Road Transport
- Industrial

Click **Next** to continue the year-end process.

Print P32

Your **P32 Employer Payment Summary** will preview to screen, if you require a hard copy click the printer icon.

Submit your FPS

If you are not required to submit an EPS in the final period of the tax year, select **Final Submission for PAYE year**. Click **Submit FPS** to send to HMRC.

If an EPS is required to indicate adjustments due to Statutory Payments reclaimed/recovered in the final period or no employees were paid, select **Not the Final Submission** then **Submit FPS** to send to HMRC.

Submit your EPS

If an EPS is required, to indicate adjustments due to Statutory Payments reclaimed/recovered in the final period, on the **Submit** tab select **Final Submission for PAYE year**. Check the values and click **Print** if you require a hard copy of the details, then click **Submit EPS** to send to HMRC.

Please Note: If you do not file an FPS in the final period of the tax year, you must send a Final EPS from the **Employer form, Reports | RTI | Employer Payment Summary** and select year 2020, month 12

Tax Code Change Report

The **Tax Code Change Report** will be displayed on screen, detailing employees where tax codes have been changed (if required) in line with budget amendments.

Print P60s

A message will be displayed **Would you like the P60 forms?** Click **Yes** to display the P60 on screen. 12Pay prints P60s, in colour, on plain paper for all current employees – remember P60s are not issued to employees who have left. P60s should be distributed to employees by the 31st May 2021.

Please Note: If you do not print your P60s at this stage, they can be printed from the **Employer form** with the **Report Year** set to 2021

Employers' NI Allowance/Small Employer

If you are eligible to start claiming Employment Allowance from the 2021/2022 Tax Year, tick the box **Claim Employer NI Allowance** on the **Employer** tab. If you are already claiming Employer NI Allowance you will need to confirm if you are continuing to claim. An EPS **must** be sent in month 1 to notify HMRC you are claiming Employment Allowance or that your status has changed.

If the Employer qualifies as a small employer, ensure **Small Employer** is ticked on the **Employer** tab.

Move the Employer Report Year

After printing all your reports for the 2020/2021 tax year, on the **Employer** tab, set the **Report PAYE Year** to 2022.

Please Note: If you need to re-print reports for the 2020/2021 tax year it is possible to move the Report PAYE Year back to 2021, or alternatively change the **Year ending 5th April....** when printing the report

Reports

If you require P11 (Tax) and P11 (NI), these can be printed from the **Employer | Reports** section.

Useful numbers

HMRC online service helpdesk	HMRC employer helpline
Tel: 0300 200 3600 Fax: 0844 366 7828 Email: helpdesk@ir-efile.gov.uk	Tel: 0300 200 3200 Tel: 0300 200 3211 (new business)

Contact Support

Your Product	Phone	E-mail
IRIS 12Pay	0845 834 0234	support@12pay.co.uk
IRIS PAYE-Master	0344 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0344 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0344 815 5661	ipsupport@iris.co.uk
IRIS GP Payroll	0344 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0344 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0344 815 5671	earniesupport@iris.co.uk
IRIS Payroll Professional (formerly Star)	01273 715300	payroll-support@iris.co.uk